



Policy: 4610
Procedure: 4610.03
Chapter: Community Corrections

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08/31/04

**Rule: Parole Case Transfers and
Courtesy Supervision**

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Community Corrections Division shall establish guidelines for parole case transfers and arrange for courtesy supervision in placements outside a juvenile's county of residence. (Corresponds to Case Management Standards [1.3](#) and [6.15](#))

Rules:

1. Case Transfers:

- a. The **PAROLE OFFICER** shall advise his/her Parole Supervisor of the need to transfer a juvenile's case to a new Parole Officer if one of the following conditions exist:
 - i. Juvenile's parent/guardian has moved;
 - ii. Juvenile has been placed with a relative in another district;
 - iii. Verified conflict of interest;
 - iv. The juvenile is in need of placement on a specialized caseload i.e. sex offense, mental health, etc.
- b. In order to implement a case transfer the **PAROLE OFFICER** shall obtain Parole Supervisor approval and provide him/her with the following documentation:
 - i. The juvenile's updated Field File, including the updated Continuous Case Plan (CCP) and the (CAPFA) Family Domain in Youthbase;
 - ii. Contact Screen documentation, including juvenile "Face Sheets," on Youth Information Screen updated to include all contacts, current information, and pending case transfer.
- c. The **PAROLE SUPERVISOR** shall:
 - i. Review all documentation to ensure it is complete and accurate;
 - ii. Return incomplete information to the Parole Officer for correction, if necessary;
 - iii. Forward approved cases to the newly assigned Parole Officer pursuant to Rule 1.d. of this procedure.
 - (1) If in the same office or county, the **PAROLE OFFICER** shall staff the case in person prior to transfer, if out of county, telephonic is acceptable.
- d. The **PAROLE SUPERVISOR** transferring the case shall contact the new Parole Supervisor and provide relevant information to ensure the smooth transition of casework responsibilities. The **PAROLE SUPERVISOR** transferring the case shall ensure the Field File transfer with the exception of out-of-county case transfers occur in the following manner:
 - i. The **OUT-GOING PAROLE OFFICER** shall accompany, whenever possible, the new Parole Officer to the family domain home visit in order to introduce the juvenile and ensure a smooth transition of case transfer;
 - ii. In the event of an emergency change of address, implement the Field File transfer within five working days.

2. Courtesy Supervision:

- a. The **JUVENILE'S PAROLE OFFICER** may request courtesy supervision of a juvenile from a Parole Officer in the county of placement ([refer to Standard 6.15](#)):
 - i. The **PAROLE OFFICER** shall obtain approval from his/her supervisor to request courtesy supervision;

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- ii. The **PAROLE SUPERVISOR** sending the case shall notify the Parole Supervisor receiving the case regarding the courtesy supervision request and provide the reason for the request.
- b. With specialized cases in particular, the **ORIGINAL PAROLE OFFICER** shall contact the receiving Parole Officer any time a Child and Family Team (CFT) is conducted in order to attend telephonically and provide input;
- c. The **RECEIVING PAROLE SUPERVISOR** shall acknowledge approval of the courtesy supervision by email to the sending Parole Officer and Parole Supervisor;
- d. The **SENDING PAROLE OFFICER** shall print a copy of the approval email and include it in the juvenile's Field File. If the receiving Parole Supervisor agrees to the courtesy supervision of the juvenile, the **SENDING PAROLE OFFICER** shall:
 - i. Complete [4610.03A](#) Request for Courtesy Supervision form;
 - ii. Notify the parent(s)/guardian of:
 - (1) The courtesy supervision status;
 - (2) The new Parole Officer's name and contact information.
- e. **BOTH SENDING AND RECEIVING PAROLE OFFICERS** shall meet with the juvenile and his/her family regarding the courtesy supervision. In the event a face-to-face meeting is impracticable **BOTH SENDING AND RECEIVING PAROLE OFFICERS** shall make the contact telephonically;
- f. The **SENDING PAROLE OFFICER** shall mail all mandatory documentation and primary authority over the juvenile, such as the CCP/Community and Service Request, to the receiving officer;
- g. If/when a juvenile returns home to his/her original residence, the **RECEIVING PAROLE OFFICER AND HIS/HER SUPERVISOR** shall reverse the process and send the juvenile's CCP/Community Plan back to the sending Parole Officer.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: